

Job Description: Evidence Custodian

Performs manual and clerical work in the receipt, storage and release of found, stolen, and confiscated property and evidence impounded by the Sheriff's Department. Performs other work as required or assigned. The employee uses judgment in selecting appropriate guidelines and in applying general policies and procedures.

- **Processes invoice and logs in property received from law enforcement personnel.**
- **Safeguards and maintains proper integrity and chain of evidence.**
- **Loads and transports property impounded from outlying stations or districts.**
- **Prepares impounded property for distribution and/or auction as authorized.**
- **Tags, marks, packages, and stores property and evidence received.**
- **Destroys impounded property as required by law or regulation.**
- **Responds to inquiries from law enforcement personnel and citizens concerning property in custody.**
- **Maintains appropriate release records and records of dispositions of property and evidence.**
- **Makes accurate comparisons of items and serial numbers or other descriptive features.**
- **Maintains and secures biological evidence contained in refrigerators and freezers requiring strict temperature control.**
- **Transports evidence to and from the State Bureau of Investigations for analysis.**
- **Receives vehicles impounded as evidence only and various gasoline powered equipment.**
- **Enters information pertaining to property and evidence status into a computer terminal.**
- **Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.**
- **Knowledge of federal, state and local criminal and civil laws, codes and regulations.**